

## **OGEMAW COUNTY PROBATE COURT – FAMILY DIVISION**

### **JOB POSTING – JUVENILE REGISTER**

Full Time - 35 hours per week

#### **General Summary:**

Under the supervision of the Probate Judge performs a variety of tasks related to the processing of juvenile court files, family court files and other related matters. Sets up files, receives and files legal documents, records hearings, receipts fees and provides information to attorneys and the public regarding the processing of juvenile and family court matters.

#### **Qualifications:**

Educations: High school graduate or equivalent.

Experience: prefer experience in a legal or court setting. Experience with JIS system preferred.

Other Requirements: Must complete and pass pre-employment physical, drug screen and background check; must be a quick learner with the ability to multi-task. Strong reading, writing and verbal communication skills required. Employee will be required to pass Certified Electronic Recorder certification exam.

#### **Salary:**

According to Union Contract

#### **Application Procedure:**

Cover letter with resume submitted to:

Hon. Shana A. Lambourn  
Ogemaw County Probate Court-Family Division  
806 W. Houghton Avenue  
Room 203  
West Branch, MI 48661

#### **Application Deadline:**

Until filled